

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT HAZARDOUS MATERIALS TRAINING	Number 75.75	Issue 1	Page 1 of 10
	Effective Date April 15, 1990		

1. PURPOSE

- 1.1 To establish an on-going City-wide training program to ensure that City facilities, through effective employee training, comply with all elements of applicable hazardous materials and hazardous waste laws and regulations.

2. SCOPE

- 2.1 This regulation applies to all City facilities under the responsibility of the City Manager.

3. DEFINITIONS

- 3.1 Hazardous Material: A substance, or combination of substances, which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either:

- a. cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; OR
- b. pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed.

A hazardous material is a substance which is currently in use or is being stored for use in an operation or process.

- 3.2 Hazardous Waste: A waste, or combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics, may either:

- a. cause, or significantly contribute to an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; OR
- b. pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed.

Authorized

(Signed by John Lockwood)

CITY MANAGER

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A hazardous waste is a substance which no longer can be used in an operation or process. Hazardous waste may have the potential to be recycled. Hazardous wastes which are potentially recyclable are to be separated from hazardous wastes which are not recyclable to reduce disposal costs.

- 3.3 Required Training: The required levels of training for each group of employees which are specified in Attachment 1.
- 3.4 Tailgate Meeting Record: This is a document which will be used to record training performed by the supervisor. The minimum information to be included is the employee's name, employee identification number, job classification number, job type, department/division, meeting date, outline of training covered, and a list of training materials used.
- 3.5 Hazardous Materials Training Record: This is a document which will be used to record training performed by the Hazardous Materials Management Program. The minimum information to be included is the employee's name, employee identification number, job classification, job type, job group, department/division, work location, class type, class date.

4. RESPONSIBILITY

- 4.1 The Hazardous Materials Management Program is responsible for organizing and conducting the required training that is specified in this regulation.

5. POLICY

- 5.1 It is the policy of the City of San Diego to:
- comply with all elements of local, State and Federal laws and regulations regarding hazardous materials and hazardous waste;
 - inform employees of these laws and any regulatory changes which affect the City's operation procedures;
 - instruct employees in procedures for the proper handling, storing, labeling and disposal of hazardous materials and hazardous wastes;
 - train employees to respond appropriately and effectively to emergencies involving hazardous materials and hazardous waste;

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- e. provide training and information to employees so that they may understand and be accountable for following appropriate procedures;
- f. inform employees of the requirement to receive training in the proper use of personnel protective, emergency response and fire protection equipment and systems; and
- g. maintain accurate and up-to-date employee training records as required by State and Federal regulations.

6. PROCEDURE

RESPONSIBILITY

ACTION

Hazardous Materials
Management Program

- 6.1 Maintains a training record system accessible for review by regulating agencies, departments and divisions, and others having designated responsibilities under this regulation.
- 6.2 Review the hazardous materials training program periodically to ensure that:
 - a. sufficient training is being provided for employees in each job classification;
 - b. the scope and content of training are appropriate and reflect the on-going changes in worksite materials and City operation procedures;
 - c. training records are properly maintained and updated on a timely basis; and
 - d. annual refresher training in hazardous materials and hazardous waste management is provided to all employees requiring training.

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RESPONSIBILITY

ACTION

Hazardous Materials
Management Program (cont'd.)

Department Head/
Division Head

- 6.3 Schedule and coordinate hazardous materials training classes on a regular basis to ensure that all employees receive required training within the time limits specified in Section 6.4 of this Administrative Regulation.
- 6.4 Ensures that all employees newly assigned to his/her department/division receive the required level(s) of Hazardous Materials Training within six months after beginning their new duties.
- 6.5 Notifies the Hazardous Materials Program Manager of any hazardous materials related training needs.
- 6.6 Ensures that all employees assigned to his/her department/division receive the annual refresher training required for the job classification.
- 6.7 Formalized departmental training programs which are equivalent in content, degree, and training hours may be substituted for the required training courses specified in Attachment 1 provided that :
 - a. accurate records are maintained which contain the employee's name, identification number, job title, job description, and a written summary (including dates and hours) of the training received;
 - b. copies of the training records are forwarded to the Hazardous Materials Program Manager; and

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Department Head/
Division Head (cont'd)

- c. substitution of equivalent employee or supervisor training provided by departments can be substituted for these requirements if approval is received by the respective Department Head from the Hazardous Material Program Manager prior to the actual training.

Facility Coordinator

- 6.8 Verifies and maintains training records for all employees assigned to his/her facility to fulfill the regulatory requirements. Maintains employee training records for three years following the termination or transfer of employee(s) from his/her facility to fulfill the regulatory requirements.

- 6.9 Identifies and notifies the Hazardous Materials Program Manager of any hazardous materials related training needs.

- 6.10 Attends and demonstrates that he/she comprehends the material covered in the Hazardous Materials Training classes to the satisfaction of the Hazardous Materials Program Manager or designated representative.

Department/Division
Coordinator

- 6.11 Ensures that all employees newly assigned to his/her section receive the required level(s) of Hazardous Materials Training.

- 6.12 Provides the Hazardous Materials Program Manager and the Facility Coordinator with any changes in an employee's job classification or status.

- 6.13 Identifies and notifies the Hazardous Materials Program Manager of any hazardous materials related training needs.

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Department/Division
Coordinator (cont'd)

6.14 Attends and demonstrates that he/she comprehends the material covered in the Hazardous Materials Training classes to the satisfaction of the Hazardous Materials Program Manager or designated representative.

Supervisor

6.15 Ensures that no employee be permitted to work unsupervised with hazardous materials or hazardous waste until he/she has:

- a. received the level of training required for the job classification and work activities performed; and
- b. demonstrated, to the supervisor, adequate skills and knowledge to perform job duties in accordance with established safety practices and legal requirements.

6.16 Ensures that employees are able to respond effectively in emergency situations through training in the site-specific facility Emergency, Contingency or Business Plan.

6.17 Immediately informs employees of changes in policies and procedures regarding hazardous materials in the workplace including changes in:

- a. operation procedures;
- b. emergency, contingency, or business plans;
- c. materials used; or
- d. handling, storage, or disposal procedures.

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RESPONSIBILITY

ACTION

Supervisor (cont'd)

- 6.18 Maintains documentation on training performed by the supervisor as required in sections 6.15 - 6.17 of this Administrative Regulation. The minimum documentation required is a tailgate meeting record.
- 6.19 Ensures that the employee demonstrates that he/she comprehends the training material required in 6.15 - 6.17 to the satisfaction of his/her supervisor.
- 6.20 Attends and demonstrates that he/she comprehends the material covered in the Hazardous Materials Training classes to the satisfaction of the Hazardous Materials Program Manager or designated representative.

Employee

- 6.21 Obtains from the supervisor information and training about the hazards and handling of materials that are used on the job.
- 6.22 Works safely by following procedures as outlined by this and other regulations.
- 6.23 Attends and demonstrates that he/she comprehends the material covered in the Hazardous Materials Training classes to the satisfaction of the Hazardous Materials Program Manager or designated representative.

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APPENDIX

Legal Reference

Bureau of National Affairs Policy and Practice Series, Chemical Substances Control, Section 221
Managing Data, Reporting and Record Keeping

California Administrative Code, Title 22, Sections 66084, 660088, and 67105

Cal-OSHA Title 8 General Industry Safety Orders, Section 5194

City of San Diego Hazardous Materials Management Plan, February 5, 1988

County of San Diego Hazardous Materials Business Plan, Employee Training, July, 1989

Health & Safety Code, Division 20, Chapter 6.5, Section 25117

Forms Involved

WM-012, Hazardous Materials Training Record

Tailgate Meeting Record

Subject Index

Hazardous Materials - Training

Training - Hazardous Materials

Administering Department

Waste Management Department

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ATTACHMENT 1

REQUIRED TRAINING

1. Level One - Hazardous Materials Training for All Employees

Training provides a general awareness of hazardous materials/hazardous waste in the community and work environment to include:

- a. knowledge of the definition of “hazardous material” and “hazardous waste”;
- b. capability to identify hazardous materials and hazardous waste management practices;
- c. capability to detect and report the release of hazardous materials in the work area;
- d. rights of the employee to be informed and have access to information about hazardous materials in the workplace; and
- e. capability to identify resources to resolve questions covering items 1a - 1d.

2. Level Two - Hazardous Materials Training for Handlers

Training is conducted for employees in job classifications that have a high probability of direct contact with hazardous materials and hazardous wastes. Employees in these classifications will receive this training in order to understand their responsibility and be accountable for appropriate handling and disposal of the substances.

Training is to include:

- a. all elements of Level One training;
- b. understanding basic information presented in Material Safety Data Sheets;
- c. proper procedures for storage, handling and disposal of hazardous materials in the workplace;
- d. effective emergency response techniques; and
- e. Handlers’ responsibilities for hazardous materials and hazardous waste management.

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ATTACHMENT 1 (continued)

3. Level Three - Hazardous Materials Training for Supervisors

Training is conducted for supervisors of hazardous materials handlers which will enable them to understand their responsibility and be accountable for the hazardous materials and hazardous waste activities in their area.

Training is to include:

- a. all elements of Level Two training;
- b. hazardous materials management responsibilities and procedures;
- c. elements of subordinate training and required documentation;
- d. required types of emergency equipment and protective systems; and
- e. source minimization techniques.

4. Level Four - Hazardous Materials Training for Facility and Department/Division Coordinators

Employees shall have extensive training which will enable them to understand and be accountable for the hazardous materials and hazardous waste activities in their area of responsibility.

Training is to include:

- a. all elements of Level Three training;
- b. hazardous materials management practices and environmental concerns;
- c. alternative technologies for hazardous materials and hazardous waste disposal;
- d. required types of monitoring systems;
- e. emergency planning; and
- f. hazardous materials management responsibilities.

Training resources and opportunities, both inside and outside the City organization, may be used to satisfy Level Four training requirements per section 6.7c.